

**THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS**

Legal Notice

CSO Solicitation No. 2243 & 2244

Request for Letters of Interest

**CSO #2243 – Program Management Services for Project No. 0301-0176**

**CSO #2244 – Construction Engineering and Inspection Services for Project No. 0301-0176**

The Connecticut Department of Transportation

The Connecticut Department of Transportation (Department) is seeking to retain professional consulting firms to provide services for Project No. 0301-0176; The Replacement of the Walk Bridge over the Norwalk River in the City of Norwalk, and any associated break-out projects. This solicitation is for two separate assignments and requires separate submittals for each one which a firm may be interested in pursuing. One assignment is for Program Management Services and the other assignment is for Construction Engineering and Inspection Services. Each assignment selection will be determined by a separate interview process; however, firms are eligible to pursue, and be selected for both assignments. The selected firm(s) will be required to co-locate to the project team office which will be located at 424 Chapel Street, New Haven, Connecticut.

Project No. 0301-0176 consists of the full replacement of Railroad Bridge No. 04288R (Walk Bridge) which carries four Metro-North Railroad tracks over the Norwalk River. The bridge was built in 1896 and is a truss swing bridge with three fixed spans (two on the west and one on the east side of the swing span) and one moveable span. Total length is 565 feet. This project involves total replacement of the existing bridge. The activities associated with the project are as follows:

- Complete replacement of the entire bridge.
- The complete fender system will be replaced.
- Complete replacement of the high towers and catenary system.
- The track rails and ties will be replaced as may be needed to facilitate bridge construction and railroad operations.
- Management and disposal of environmental waste materials.
- Signal and communications plant will be replaced in coordination with MetroNorth forces.

Details of each assignment are as follows:

CSO #2243 – Program Management Services

The Program Manager will be required to provide any necessary support services, as required by the Department, to facilitate the completion of the Pre-construction and Construction phases of this project. Anticipated tasks include, but as not limited to:

- Facilitate the Construction Manager/General Contractor (CM/GC) process, including issue resolution between all parties
- Develop and maintain electronic document control system
- Develop, implement, and maintain Program level reporting to the Department (scope, schedule, cost, quality, safety, etc.)
- Develop and maintain Planning and Program-Level Schedule
- Develop and maintain Program-Level Budget, including quantity and cost estimates
- Develop, manage and facilitate the Risk Management process, including the development of the initial Risk Register and Risk Management Plan.
- Provide pre-construction support services, such as public outreach, value engineering, and partnering sessions.
- Prepare and maintain FTA required Project Management Plans (PMP) and other FTA required documents for entire program.

All firms are advised of the following restrictions: (1) No firm will be allowed to simultaneously subcontract with the Program Management firm and also have a contract with the Department for one of the projects that the Program Management firm will be overseeing; (2) No firm will be allowed to simultaneously subcontract with the Program Management firm and also subcontract with another firm that has a contract with the Department for one of the projects that the Program Management firm will be overseeing; (3) No firm who subcontracts with the Program Management firm during the preconstruction phase of one of the projects will be allowed to work on that same aspect/element with another firm that has a contract with the Department for one of the projects that the Program Management firm will be overseeing during the construction phase; and (4) The selected Program Management firm will not be allowed to also have a contract or subcontract on any of the individual projects that the Program Management firm will be overseeing. If the same firm is chosen for both Program Management Services and Construction Engineering and Inspection Services, these restrictions would not apply across those assignments.

If your firm would like to be considered to perform these services, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).)

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Project experience must demonstrate your proposed teams' expertise in: 1.) Program Management of CM/GC projects; 2.) Development and implementation of Program level documents and reporting, including document control systems; 3) Develop and maintain program budget/Construction Estimating and Reconciliation using Heavy Bid and/ or HCSS Heavy/Highway Construction Estimating software ; 4.) Moveable Bridge Design; 5.) Rail design and AREMA (American Railway Engineering and Maintenance of Way Association) requirements; 6.) Preconstruction and Construction phase scheduling and cost estimating; 7.) Familiarity with CTDOT and Federal Railroad Association standards, policies and administrative procedures.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this project. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

#### CSO #2244 – Construction Engineering and Inspection Services

The selected firm will be required to provide Construction Engineering and Inspection (CEI) services for Project No. 0301-0176, as described above. Additionally, the proposed team will assist in the pre-construction phase on issues which may include, but not be limited to: Plan reviews, constructability reviews, construction phasing and scheduling, and reviews of the contractors baseline schedule.

If your firm would like to be considered to perform these services, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of seven (7) resumes which are limited to two (2) pages each. Resumes must be included for the proposed Resident Engineer who will be in charge of the work, Assistant Resident Engineer, and Office Engineer; as well as the assurance that they will be available for work during the preconstruction and construction phases, when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).)

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Project experience must demonstrate your proposed teams' expertise in: (1) Movable Bridge Construction; (2) Accelerated Bridge Construction Techniques; (3) Railroad and Catenary Construction; (4) Electrical and Mechanical Installation for Movable Bridges; (5) Marine and Deep Foundation Construction; (6) Constructability and schedule reviews; (7) Familiarity with ConnDOT's construction inspection standards and procedures.

In addition to the general requirements outlined in the Consultant Information Pamphlet, inspection personnel shall be certified in the following; Concrete Technician, Hot mix Asphalt Paving Inspector, Soils and Aggregate Inspector, and Environmental Inspector. Responding firms must also provide copies of the required licenses and certifications for the proposed inspectors, resident engineer, assistant resident engineer, and office engineer showing that they are in current standing.

Please be advised that a disadvantaged business enterprise (DBE) goal applies to this project. The goal will be no less than eleven (11) percent of the project value for this project. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm they will satisfy the DBE requirement. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

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For each assignment, four copies of the submittal are required, and they must be either postmarked, or hand delivered and received by, **3:00 p.m. on June 9, 2015.**

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 3-28-14), Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14), and Form 7 (Iran Certification, Rev. 3-28-14) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm(s) will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm(s) will also be required to maintain insurance coverages from a firm approved to do business in the State of Connecticut. The following minimum insurance requirements apply to this project:

- Commercial General Liability with an aggregate limit of five million dollars (\$5,000,000) and a per occurrence limit of two million five hundred thousand (\$2,500,000).
- Valuable Papers and Records in the amount of two hundred fifty thousand dollars (\$250,000) when insured items are in its possession, and one hundred thousand dollars (\$100,000) regardless of the physical location of the insured items.

- Professional Liability Insurance coverage in the amount of ten million dollars (\$10,000,000), with a maximum deductible of five hundred thousand dollars (\$500,000)

Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel either, or both, of these solicitations and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand delivered letters should be brought to the front desk, at the aforementioned address, no later than **3:00 P.M. on June 9, 2015**. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation  
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